Recruiter Checklist

- Make your travel arrangements through your agency's travel office as soon as possible; you are responsible for setting up your travel, and your agency is responsible for paying for it. You may need to make your travel arrangements prior to the end of the fiscal year. Check the policies of your office to ensure that you do not run into any approval issues after the beginning of the new fiscal year.

- Contact schools soon after receiving your assignment to introduce yourself and begin to make detailed arrangements about items like parking, interview schedule, lunch, nearby hotels, etc.

- Ask school contacts to check to be sure that they have **this year's** Informational Materials Packet and data entry instructions for the students, and that they have distributed them to students who will be interviewing.

- Remind schools that students must register themselves, be approved by the schools, and complete the online application through the web-based system **before** you can interview them.

- Remind schools that they must have at least **eight** eligible students with completed applications scheduled for you to interview each day you are on campus. If they don't have the required number, it is to your discretion, in collaboration with the WRP coordinator, as to whether you proceed with the visit to their school.

- Remind school contacts that students who participated last year, and would like to participate again this year, they must be re-interviewed.

- Contact schools about one week in advance of your trip, to confirm that interviews are 30 minutes long, and that at least eight students have been scheduled. You can keep track of this in the database by looking at the number of students in your queue (under the Select Students link).

- At the end of each interview, give the student a copy of Important Information for Students.

- Enter information on students and schools into the database, allowing yourself ample time. Submit your data online by the deadline provided by the WRP Staff.

- If you cannot find a student's application in your list of selected students then the student did not complete their online application. You will not be able to enter any information about this student, and the student will not be in the database this year.

- Review your notes and data entry for completeness and accuracy.

- It is recommended that you keep the students' application materials and your notes on each student for a time period of one year in a secure location. After that you should shred or burn the materials as they contain sensitive personal data.